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GUIDE TO PREPARATION OF UNITED STATES OF AMERICA TRANSPORTATION REQUESTS

Transportation requests must be completely filled out and properly signed by the traveler before such are valid for presentation to obtain transportation and/or accommodations.

The memorandum card copy must clearly reflect all information and insertions, other than signatures, that appear on the S.F. No. 1169 at the time of its surrender for service.

Specific entries on The United States of America Transportation Request, Standard Form No. 1169, should be made in accordance with the following:

1. In the space preceding the word "Company," enter the name of the carrier which is to honor the document.
2. In the space preceding the word "class," enter the officially identified name of the class of service desired. For example, in rail travel it may be first, second or coach, etc.; in air travel it may be first, day coach or night coach, charter, etc.; in steamship it may be first, second, cabin or tourist, etc.; and in bus it may be coach, special, charter, etc. If mixed classes of service are required by the traveler such shall be clearly identified.
3. In the space preceding the word "transportation," enter the type of transportation to be used such as, "rail," "air," "bus," or "steamship."
4. In the space following the word "from," enter the name of the City and State or point from which transportation is to be furnished.
5. In the space following the word "to," enter the name of the City and State or point to which transportation is to be furnished. If ROUND-TRIP transportation is desired enter the words "and return" after the name of the destination City and State. Also, whenever round-trip transportation is being requested, the time limit within which the round-trip travel is to be performed must be indicated, for example, "return limit 30 days."
6. In the space following the word "via," enter the initials of each carrier and abbreviated name of each connecting junction point via which ticket is to be issued.
7. In the space following the words "for use of," enter the name of the person (the traveler) to whom the service, etc., is to be furnished. If transportation is also being procured for others, insert after the word "and" the numerical figure to cover that number of persons, excluding the traveler. When the request is to cover only one person the word "no" should be entered in the space after the word "and." (If transportation of children is involved, the respective names and dates of birth should be shown on the reverse side of the request.)

8. In the space preceding the word "accommodations," enter the exact quantity and type of accommodations to be furnished.

9. When accommodations are to be utilized by rail the exact quantity and type to be furnished, such as lower standard berth, parlor car seat, roomette, reserved coach seat, etc. (abbreviated if necessary), should be clearly shown as well as the points between which each type of accommodations will be utilized.

10. When air berth accommodations are being requested, the exact quantity and type of berth that is to be furnished should be shown in the "Accommodation" area.

11. When steamship transportation is being requested clearly indicate, when known, the name of the vessel, sailing date, and the number of the assigned stateroom accommodation (bed or berth where less than room capacity is involved) in addition to the class of service involved.

12. In the space following the words "accommodations from," enter the name of the City and State or point from which accommodations are to be furnished, even though such City is the same as the point of origin under "transportation."

13. In the space following the word "to" after "accommodations," enter the City and State or point to which such service is to be furnished. If ROUND-TRIP accommodations are desired, enter the words "and return" after destination City and State.

14. In the space following the words "transport not over," if there is official authorization to transport excess baggage enter the exact weight of the EXCESS baggage. When the exact weight is unknown the authorized maximum excess weight should be shown. (Carriers in all instances must support billings for excess weight with copies of excess baggage coupons or similar documentary evidence showing the gross weight and free allowance.)

15. If there is no authorization to transport excess baggage, a horizontal line should be inserted in the space following the words "transport not over."

16. In the space following the words "excess baggage from," enter the name of the City and State or point from which the excess baggage is to be transported.

17. In the space following the word "to" after "excess baggage," enter the name of the City and State or point to which the excess baggage is to be transported.

18. The "Place of Issue" space, including date, refers to the place of issue of the request and not of the ticket or transportation service involved.

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19. The request provides for "Traveler's Signature" and "Issuing Officer Signature" and both must be signed by hand before the document is valid for service. The official traveler is administratively authorized to issue the transportation request for his own account, therefore the request must be signed by him in each of the signature spaces, that is, as "Issuing Officer" and "Traveler."

20. The spaces reserved for "Title" under "Traveler's Signature" and "Issuing Officer's Signature" should be used accordingly.

If transportation and/or accommodations costing more than those officially authorized on the request are furnished, the additional cost will be collected in cash from the traveler at the time the tickets are obtained. (See Condition No. 1 on the back of the T.R.)



